

29 October 1956

MEMORANDUM FOR: Chief, RI

SUBJECT: FO Monthly Report for October 1956

1. Cards forwarded to Main Index as result of Projects: 17,600*

2. Total Projects 278

Opened this month 2
 Opened prior months 55
 Total Open Projects.....57

Closed this month 2
 Closed prior months 219
 Total Closed Projects.....221

3. Records Management

a. Records Retired to RI/AR

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
FP	1	.1	
TSS	3	2.8	
IO	4	1.6	
EE	9	3.6**	
FE	39	12.1***	
MEA	7	2.2****	
SE	10	1.0	
SR	1	.8*****	
WE	4	1.1*****	
WH	1	.2	
RI	1	.4	
Total	80	25.9	25.9

** Field Files 1.3
 *** Field Files 1.8
 **** Field Files .2
 ***** Field Files .8
 ***** Field Files .2

b. Records Retired to RI/VI

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
IO	1	.7	
NE	16	5.3	
FE	133	19.0	
NRA	1	.2	
SE	2	.2	
SW	7	.8	
WE	11	1.0	
WS	10	1.5	
Total	181	31.4	31.4

c. Records Destroyed (Non-Record Material)

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
FE	1	.2	
NRA	1	.9	
SE	2	.9	
RI	2	21.2	
Total	6	25.2	25.2
Total Records Retired and Destroyed			56.5

d. Vital Documents

Packages IN.....	90
Packages OUT.....	19
Microfilm Reels IN.....	0
Microfilm Reels OUT.....	0

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

2 drawer legal size safe.....	3
4 drawer legal size safe.....	7
5 drawer legal size file cabinet w/o lock.....	1
5 drawer 3 x 5 card safe.....	2
8 drawer 3 x 5 card file cabinet.....	5

b. Forms Approved.....5

5. RI/FO Typist, typed 50 cards in 1 hour

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6. [] has attended the Basic Orientation Course, from 15 October thru 26 October; and is now attending the Operational Support Course, from 29 October thru 9 November.



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*BEST COPY
Available*

6/17/98